

**TERMS OF REFERENCE (RULES OF PROCEDURE)
OF THE NATIONAL COORDINATION COMMITTEE
(NCC) OF THE EXTRACTIVE INDUSTRIES
TRANSPARENCY INITIATIVE (EITI)**

Terms of Reference

Extractive Industries Transparency Initiative

January 2022

Terms of Reference

**Extractive Industries Transparency
Initiative of Angola**

Approved by the National Coordination Committee

CHAPTER I

GENERAL PROVISIONS

ARTICLE ONE

SUBJECT

The purpose of these Rules of Procedure is to establish the rules and provisions that will govern the National Coordination Committee (hereinafter “NCC”) of the EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE OF ANGOLA (hereinafter “EITI-AO”), and to define the standards and principles for its operation and thereby ensure an effective harmonious interaction for the implementation of the EITI Standard in Angola.

ARTICLE TWO

DEFINITIONS

For the purposes of these Rules of Procedure, the following meanings shall be understood:

1. **Academia:** higher education institutions, research centres and professional associations.
2. **Independent Administrator:** the organization, collective entity or individual designated by the NCC¹ of the EITI-AO to reconcile information on payments and receipts provided by companies and governmental entities involved in the extractive industries. The Independent Administrator must review disclosures with a view to ensuring quality, identify gaps, investigate, explain any discrepancies identified, and design and prepare the annual report of the EITI-AO seeking transparency, integrity and accountability. The Independent Administrator must be seen by the NCC as credible, trustworthy and technically competent.
3. **Conflict of interests:** Situation or circumstance in which the interests of members of the NCC, other than those they represent, influence or could influence the objective and impartial performance of their obligations to the said group. In this regard, interests include any benefit or potential benefit to themselves, their family members and/or personal relations.
4. **Consensus:** Unanimous vote of the members of the NCC of the EITI-AO.
5. **National Coordination Committee or NCC:** means the Multi-Stakeholder Group as defined below.

¹ National multi-stakeholder group

6. **EITI-AO Declaration of Principles:** Document which set out the bases of collaboration to be observed by the three parties that make up the NCC with a view to implementation of the EITI in Angola.
7. **Technical Working Group:** Group which focuses on specific technical questions related to the implementation of the EITI-AO, formed, at the request of the NCC, of officials of public and private entities representatives of Civil Society, and experts who can contribute to the progress of the NCC's work agenda, the preparation of documents, reports or studies, and coordination of the execution and monitoring of policies and measures envisaged by the NCC.
8. **Governmental Group:** Group designated to represent the Government on the NCC.
9. **Multi-Stakeholder Group (MSG):** the deliberative body responsible for deciding on all questions. In the case of Angola, it was agreed to designate the MSG as the National Coordination Committee (hereinafter called "NCC").
10. **Qualified majority:** A minimum of two thirds of the total votes cast of the NCC and with a vote in favour of at least one member of each constituent sector.
11. **Materiality:** Limit value or percentage to determine if a company or payment is significant to be reported. The NCC must determine this limit, taking into consideration whether its omission or imprecision would substantially affect the completeness or accuracy of the reports of the EITI-AO.
12. **Civil Society Organizations (CSO):** Non-governmental organizations, such as civic associations, trade unions, civil organizations of common interest, organizations of indigenous peoples, thinktanks and foundations.
13. **Work Plan:** Plan of action agreed by the NCC. It includes the objectives and priorities of implementation of the EITI and related activities. It must consider the contributions of all the members of the NCC, as well as all the constraints, opportunities, recourses and timetables which ensure the viability of the plan, in accordance with the time limits established by the EITI Standard for countries accepted as candidates.
14. **EITI Standard:** this is the current standard of good governance of oil, gas and mineral resources adopted by the International Committee of the EITI.
15. **Report of the EITI-AO:** This is a report published annually which allows the public to know the value of their country's natural resources, their production and application of their revenues. The report is compiled by an Independent Administrator.
16. **Annual review of results and impacts of the implementation of the EITI-AO:** Document which shows the efforts of a country to implement the EITI-AO during a period of one year. This review may take the form of a report or other publishable format and must include the progress made in fulfilling the country's objectives, established in the National Work Plan, and in fulfilment of the Requirements of the EITI Standard, demonstrating the impact of the EITI-AO in a given year. The review must be carried out annually and published.
17. **Secretariat:** Body that supports the functioning of the EITI-AO.
18. **Civil Society:** Academia, communities and CSOs.

19. **Terms of Reference:** The document which describes the background, purpose and objectives of a project or group.

ARTICLE THREE

COMPETENCE OF THE NCC

The NCC of the EITI-AO is a collegiate body, create by Presidential Order No. 11/20 of 1 September, considering that there is an interest in converging and harmonizing policies and procedures among the various participants, government agencies, mineral and oil extraction companies and organized civil society, with the following objectives:

1. Organize the process of adhesion of the Republic of Angola to the EITI;
2. Dialogue with all partners, national and foreign, who cooperate in the fulfilment of the EITI, to strengthen instruments of good governance, transparency and accountability;
3. Request information from operators in the extractive, production and marketing industries and application of mineral resources and hydrocarbons;
4. Guide and coordinate the actions necessary for efficient production of information to be submitted to the International Secretariat of the EITI;
5. Approve regulatory instructions which ensure transparency and rigour in the information produced;
6. Elaborate the annual report of the EITI to the submitted to the EITI International Secretariat.

ARTICLE FOUR

COMPOSITION OF THE NCC

The NCC is composed of thirty (30) members, being fifteen (15) effective members and fifteenth (15) alternate members:

- I. Representatives of the Governmental Group: five (5) effective members and five (5) alternate members;
- II. Representatives of the Extractive Industries (“Oil and Mining”): five (5) effective members and five (5) alternate members;
- III. Representatives of Civil Society: five (5) effective members and five (5) alternate members.

The members must be nominated/designated without interference or coercion of any sector, in accordance with the provision of Article 5. All members of the NCC shall serve for a term of three (3) years. Each constituent sector is responsible for ensuring continuity of representation and the institutional memory of the NCC of the EITI-AO.

Each constituent group must designate effective and alternate members of the MSG. Each organization, by decision of its members and through its own independent process, may substitute its representatives in the MSG at any time, in accordance with its own governance procedures.

The constituent sectors represented in the NCC designate their representatives giving priority to pluralism and diversity in representation. The designation process must be free and independent and the result of wide consultation. The group composed of the various parties involved and each constituent must consider gender balance in their representation to progress in the direction of gender parity.

The participation of members of the NCC in meetings of that body shall be without remuneration, calling on the voluntary character of the EITI. However, a transport subsidy to support the travel of members of the NCC with residence other than in the place of the meeting shall be paid.

ARTICLE FIVE

DESIGNATION/NOMINATION OF MEMBERS OF THE NCC

The designation/nomination of members of the NCC shall be autonomous and independent in form for each of the constituent sectors, which will ensure that the election process complies with the principles of representation and transparency established by each sector.

ARTICLE SIX

INVITEES

In the sessions of the NCC, public officials, representatives of Civil Society, of other entities and/or individuals that the NCC deems to be appropriate, may participate as guests, with the right to speak, but not to vote, to illustrate matters on which recommendations are to be made and decisions taken.

These invitees will be subject to the provisions of these Rules of Procedure. They will be invited by an invitation which will specify the function of the invitee and the reason for the invitation.

Only members of the NCC and the Executive Management may propose to the plenary of the NCC to extend and invitation to third parties through the Chairperson of the NCC of the EITI-AO.

ARTICLE SEVEN

OBSERVERS

Public officials, representatives of Civil Society and individuals interested in the EITI-AO process may participate in sessions of the NCC as observers, without the right to speak or vote.

These observers will be subject to the provisions of these Rules of Procedure.

All sessions of the NCC of the EITI-AO will be open to assistance by third parties with the prior authorization of the Executive Director, and will be subject availability of space.

CHAPTER II

FUNCTIONS OF THE MULTI-STAKEHOLDER GROUP (NCC)

ARTICLE EIGHT

FUNCTIONS OF THE NCC

The NCC is an autonomous and independent body with consultative and decision-making functions. In this regard, the NCC has powers to review actions, take proactive and effective executive decisions, submit recommendations and proposals for the implementation of standards, in accordance with the rules that govern it. To fulfil its purpose, the NCC will be charged with the following functions:

1. Approving and amending the operational rules of the NCC.
2. Defining the objective of the process of implementation of the EITI in the country.
3. Defining and approving the Work Plan.
4. Monitoring and regulating the executing of the Work Plan.
5. Recommending the adoption of measures to harmonize rules and decisions for the implementation of the standards in the country. Establish significant topics to be included in sessions of the NCC.
6. Define the level of Materiality which will be taken into consideration in conceiving and defining the purpose of the EITI-AO reports.
7. Oversee the process of review of disclosures by the Government and companies, and preparation of the EITI-AO reports.
8. Carry out an annual review of the results and progress of implementation of the EITI-AO.
9. Monitor and participate in the process of EITI-AO reports and the validation process.
10. Designate the Technical Working Groups and participate in them.
11. Approve the Terms of Reference proposed by the Executive Management for the contracting of an Independent Administrator.
12. Approve the contracting of the Independent Administrator proposed by the Executive Management.

13. Ascertain, monitor and ensure the transparency of the use of resources for the EITI-AO process.
14. Promote the disclosure of public information on the EITI-AO in accordance with the objectives defined in the Work Plan, clearly, simply and comprehensively.
15. Approve the communication strategy.
16. Address disagreements received by the Executive Management in the relevant sessions.
17. Approve the conclusion of studies proposed by members of the NCC.
18. Other functions that the NCC itself may consider relevant, within its competence, with prior consent in each session.

ARTICLE NINE

FUNCTIONS OF THE CHAIRPERSON OF THE NCC

The Chairperson of the EITI Angola shall have the following functions:

1. Guide the institutionalization of the National Coordination Committee of the EITI;
2. Act as the interlocutor with the other national partners involved in the EITI;
3. Nominate the National Coordination Committee;
4. Undertake other acts inherent in the activity of the EITI;
5. Chair the NCC EITI-AO.
6. Represent national public opinion to the EITI International Secretariat.
7. Propose to the NCC, with the support of the Executive Management, each of the documents and questions to be examined by the NCC and, in any case, adopt the additions and amendments requested by that body in accordance with the decision-making process approved in these Rules of Procedure.
8. Request the Executive Management to convene regular and extraordinary sessions as necessary.
9. Direct sessions and manage interventions by members of the NCC for efficient discussion of the subjects. See the active participation of the members of the NCC and in the various spaces for sharing and publicizing the Initiative.
10. Propose a consultancy or formation of Technical Working Groups to promote the objectives of the EITI-AO.
11. Approve, when necessary, the contracting of experts to support the NCC in the fulfilment of their attributions in the most diverse areas of knowledge.

ARTICLE TEN

MANDATE OF THE NCC AND CHAIRPERSON OF THE NCC

1. The mandate of the NCC is attributed to organizations, which are responsible for designating their respective representatives and definition of the criteria for the purpose. The representation of institutions shall be exercised by their responsible person or persons in office and with qualification compatible with the objectives and decisions that will be taken by the NCC. The members must be provided with education and training by the NCC.
2. The mandate of the Chairperson of the NCC is consistent with the exercise of his/her functions of Overseeing Minister.
3. The term of the mandate of each effective or alternate member is three (3) years.
4. Communication of nomination by the sectors of their effective and alternate members of the NCC shall be by letter sent to the Chairperson of the NCC.
5. In the case of total or temporary unavailability of a representative, their institution must propose their substitution. The institution in question must ensure filling of its place on the NCC, even if in an *ad hoc* manner.
6. The resignation of any of the representatives must be submitted in writing by their institution to the Chairperson of the NCC.
7. Withdrawal from participation of any member shall be deemed to be unjustified absence from three (3) consecutive meetings or more than fifty per cent of the meetings during one (1) year of the NCC. In such cases, it will be up to the NCC to request a new representative.
8. Any justification of absence shall be sent to the Secretariat of the NCC.

FUNCTIONS OF THE MEMBERS OF THE NCC

ARTICLE ELEVEN

RIGHTS OF MEMBERS OF THE NCC

Members of the NCC shall have the following rights:

1. To participate in sessions of the NCC.
2. To exercise the right to speak and vote, on the terms indicated in these Rules of Procedure of the NCC .
3. To receive prior notice and agenda of sessions of the NCC;
4. To submit proposals or initiatives to the Executive Management which may be considered by the NCC for the execution of the Work Plan.
5. To propose to the NCC, on the terms indicated in these Rules of Procedure, and thematic sessions supported by the Technical Working Groups, studies which are considered necessary for fulfilment of the objectives of the NCC;
6. To receive appropriate and clear information on the progress of the EITI- AO process;

7. To submit claims or complaints to the Executive Management on the terms indicated in these Rules of Procedure.
8. To report and vote on matters which are the subject of discussion;
9. To draft decisions;
10. To propose such actions as they judge necessary for the exercise of their functions;
11. To pronounce and vote on matters under discussion;
12. To request clarification of any matter or process which is under analysis;
13. Such other rights as the NCC may consider relevant for the fulfilment of their objective, with prior consent in each session of the NCC.

ARTICLE TWELVE

OBLIGATIONS OF MEMBERS OF THE NCC

The members of the NCC shall have the following obligations:

1. To undertake the actions necessary to ensure that the NCC fulfils the designated functions and implement the Work Plan;
2. Participate in sessions of the NCC;
3. Consult and inform the constituent sectors that they represent on decisions of the NCC and the Work Plan;
4. Inform the other members of the NCC on the sectoral tasks and decisions that seek to strengthen the execution of the Work Plan.
5. Facilitate participation of members of the Technical Working Groups;
6. Maintain due respect for and proper treatment of the other members of the NCC;
7. Declare, when appropriate, a conflict of interests with a member of the NCC or governmental entity, company or organization represented in the NCC and refrain from participation in discussions and decisions where such an assumption exists;
8. Such other obligations as the NCC may consider relevant for the fulfilment of their objective, with prior consent in each session of the NCC.

SECRETARIAT OF THE NCC OF THE EITI

ARTICLE THIRTEEN

EXECUTIVE DIRECTOR

The Secretariat of the NCC of the EITI-AO is headed by an Executive Director, who is a member of the latter body, and its functional structure must be appropriate for the dynamic of its activities.

The Executive Director of the NCC of the EITI-AO is responsible for:

1. Overseeing, guiding and coordinating the activities of the Secretariat of the NCC;
2. Issuing statement on the minutes relating to the deliberations of the NCC;
3. Preparing minutes of regular and extraordinary meetings of the NCC;

4. Preparing and distributing documents to be submitted for discussion in ordinary and extraordinary meetings of the NCC;
5. Coordinating proceedings and compiling reports;
6. Preparing plans to design and determine the purpose of the EITI-AO reports and the Terms of Reference for contracting the Independent Administrator;
7. Proposing the communication strategy to inform stakeholders and public opinion on progress of implementation of the EITI-AO Standard and actions of the NCC;
8. Conducting the process of contracting the Independent Administrator in accordance with the approved Terms of Reference and submit the proposed contracting to the NCC;
9. Such other functions as the NCC may consider relevant for the fulfilment of their objective, with prior consent in each session of the NCC.

ARTICLE FOURTEEN

FUNCTIONS OF THE SECRETARIAT OF THE NCC

As technical support body of the NCC, it has the fundamental function of executing the necessary measures for the implementation of the EITI-AO. The Secretariat is headed by an Executive Director.

The functions of the Secretariat of the NCC of the EITI-AO are as follows:

1. Assisting the NCC in the elaboration, approval and execution of the Work Plan of the EITI-AO, ensuring fulfilment of its objectives;
2. Coordinating the production and distribution of reports produced in the framework of the EITI-AO;
3. Facilitating of participation of civil society organizations in supporting the EITI-AO;
4. Organizing meetings of the NCC and ensuring that its members have all the documentation to support decision-making;
5. Supporting the NCC in seeking solutions to barriers to the implementation of the EITI-AO;
6. Coordinating competition for procurement of goods and services necessary in the context of the activities of the EITI-AO and ensure the respective payments;
7. Coordinating with the relevant government agencies the provision of information on Government revenues to be reconciled and facilitate access to the information necessary for the production of the EITI-AO Report;
8. Organizing study visits with the participation of the NCC and invite representatives of other EITI implementing countries to share experiences;
9. Supporting the NCC in fundraising and administration of donations from external countries or cooperation agencies;
10. Distributing reports of meetings to the members of the NCC and disclose all information necessary for the proper functioning and fulfilment of the objectives of the EITI-AO;
11. Elaborating any document or report requested by the NCC relating to the EITI-AO;
12. Planning and coordinating the internal and external communications of the EITI-AO.

ARTICLE FIFTEEN

COMPOSITION OF THE SECRETARIAT

The Secretariat of the EITI is composed of:

1. Executive Director;
2. Director Administrative and Finance;
3. Administrative Secretariat;
4. Technical Staff
5. Administrative Assistants.

ARTICLE SIXTEEN

DIRECTOR OF ADMINISTRATION AND FINANCE

The Director of Administration and Finance of the NCC is responsible for:

1. Supporting the NCC of the EITI and being responsible for the management of the secretariat of this body, including administrative and financial matters, and the implementation of the Terms of Reference, annual work plans and the requirements inherent in the elaboration of the EITI report and definition of the priority areas and policies of the EITI-AO;
2. Coordinating links between the process of implementation of the EITI-AO and the efforts to achieve transparency and governance reforms within MIREMPET and other government agencies;
3. Coordinating the proactive work to be undertaken with Civil Society and industry, as well as development partners, seeking to mobilize support for transparency in the extractive industries in Angola;
4. Participating actively in the conception and preparation of the EITI-AO report and coordinating with Government and reporting entities in companies, the systematic disclosures of the entire value chain and undertake policy and technical analyses of these disclosures, as well as information provided to comply with the national objectives of the EITI-AO;
5. Supporting the Secretariat of the NCC of the EITI in the preparation and collection of data on the EITI-AO;
6. Reviewing the public disclosures made by the principal reporting entities of the Government and companies;
7. Analysing the reported financial data;
8. Supporting the NCC of the EITI-AO in the evaluation of the completeness and reliability of the information disclosed through the EITI-AO;
9. Participating in the financial and budget management of activities of the national organs of the EITI.

ARTICLE SEVENTEEN

ADMINISTRATIVE SECRETARIAT

The Administrative Secretariat of the NCC in the Angola's EITI-AO process is responsible for ensuring the continuity of the processes and has the following attributions:

1. Execute all administrative activities of the Secretariat;
2. Participate actively in the preparation of EITI-AO reports and coordination with the Government and reporting entities of companies of the systematic disclosures of the entire value chain;
3. Establish/maintain permanent contacts with all the institutions and persons involved, both internal and external, in the process of implementation of the EITI-AO;
4. Act as secretary in meetings of the NCC;
5. To convene regular and extraordinary session of the NCC in accordance with the Rules of Procedure and instructions issued by its Chairperson;
6. To submit reports, studies and documents to be examined by the NCC;
7. Prepare minutes of sessions of the NCC and make them available to its members;
8. To manage and ensure the transparency of financing processes and allocation of resources, with the prior consent of the NCC;
9. To receive, answer or refer requests for information, claims, complaints and suggestions related to the exercise of the functions of the NCC;
10. When appropriate, receive and deal with possible conflicts of interest with the NCC or in relation to an individual member, invitee or Technical Working Group;
11. Receive nominations of effective and alternate members to the NCC;
12. Coordinate and monitor the execution of the Work Plan;
13. Oversee third parties who participate in the implementation of the Work Plan;
14. Report on progress of the execution of the Work Plan to the NCC and other bodies as deemed necessary;
15. Document and record the deliberations and decisions of the NCC and, periodically, make them available to the public through various publication and reporting mechanisms;
16. Such other functions as the NCC may consider relevant for the fulfilment of its objective, in matters within its competence, with prior consent in each session of the NCC;
17. Internal and external communication and and necessary activities implemented in the framework of work plans is effected with recourse to supports accessible to financing opportunities;
18. Among associates, the use of technological supports available as a privileged means of communication and work is encouraged.

~

CHAPTER III

CONDUCT OF SESSIONS

ARTICLE EIGHTEEN

CONVOCATION AND FREQUENCY

1. The NCC shall meet following convocation by its Chairperson.
2. The NCC must meet four (4) times per year in regular session and extraordinary session, where it is deemed necessary, at the request of its Chairperson or by at least one third of its members.
3. The convocation for regular sessions must be in writing and may be sent by email ten (10) days before the meeting of the NCC. Each constituent sector and/or member shall have the right to propose any relevant subject for discussion on the table.
4. The Chairperson, with the support of the Executive Management, shall administer sessions in accordance with these Rules of Procedure.
5. The convocation for extraordinary sessions must be in writing and may be sent by email not less than five (5) days before the meeting in question.
6. The proposed agenda, and relevant documents and information as deemed necessary on the subjects to be discussed must be annexed to convocations to regular and extraordinary sessions.

ARTICLE NINETEEN

QUORUM

1. The realization of meetings of the NCC depends on the presence of at least two thirds of the members with the right to vote, and at least two representatives per sector with the right to speak and vote. In the absence of a quorum, the chairperson or a substitute person may indicate a new date for the meeting, not more than ten (10) days later, and in this case, it may be held irrespective of the number of members present.
2. Alternate members are not prevented from participating in meetings.
3. Only effective members have the right to vote.
4. Alternate members vote when they represent effective members in the absence of the latter.
5. Decisions of the NCC are taken by unanimity. If the desired unanimity is not obtained, the decision shall be taken by absolute majority, and effective members may wish to make a statement of vote of opposition to be recorded in the report.

6. In each meeting, the Secretariat or another member who is designated, must elaborate a report of the meeting containing the time and place, the names of the persons present, subjects discussed, decisions adopted and any special statement by any member of the NCC.
7. The NCC may meet anywhere in the national territory, when its members so decide by mutual agreement and when the subject to be discussed so requires, or when circumstance of a public order or security nature so justify, and meetings may be held online, due to the new context of the global health crisis.

ARTICLE TWENTY

DECISION MECHANISMS

1. Consensus will be the preferred mechanism by which decisions are taken.
2. In the event that a representative does not agree with a proposal, that representative will seek to offer an alternative to the other members.
3. When consensus is not possible, decisions shall be approved by a qualified majority. Abstentions and/or absences shall not count as a vote in favour or against, but shall be deducted from the total votes in the nominal list.

ARTICLE TWENTY-ONE

CODE OF CONDUCT

1. Members of the NCC must comply with the EITI Standard, the Code of Conduct of the EITI-AO Association and the Statement of Principles of the EITI.
2. The Code of Conduct of the EITI-AO Association applies to all members of the EITI-AO Committee, their alternates, members of the EITI-AO Association, staff of the Secretariat (national and international) and members of the multi-stakeholder groups (<https://eiti.org/document/eiti-association-code-of-conduct>)

ARTICLE TWENTY-TWO

PARTICIPATION

Representatives, effective members or alternates of the NCC must attend at least 80% of the sessions in the period of one year.

ARTICLE TWENTY-THREE

DOCUMENTS AND RECOMMENDATIONS OF THE NCC

Documents and recommendations adopted by the NCC must be made available to the public by the means of communication approved by the NCC. deemed appropriate by the Executive Management.

ARTICLE TWENTY-FOUR

MINUTES

1. Minutes of meetings of the NCC shall be signed by the members present in the meeting;
2. The minutes must contain clearly the recommendations and decisions taken by the NCC and shall be accessible to the public within ten (10) working days after the respective session;
3. They must contain a list of attendance of members, invitees and observers, agenda, subject agreed and those where consensus was not reached.

CHAPTER IV

TECHNICAL WORKING GROUPS

ARTICLE TWENTY-FIVE

TECHNICAL WORKING GROUPS

If necessary, the NCC will form Technical Working Groups. The proposal for the formation of these Groups will define their specific functions and participating entities. Once the objective of the Group has been established, it may not be modified or amended without the prior authorization of the NCC. Technical Working Groups may not act as a decision-making body. These Groups shall submit the results obtained to the Executive Management for submission to the NCC for consideration.

CHAPTER V

OTHER PROVISIONS

ARTICLE TWENTY-SIX

DISPUTE RESOLUTION

1. Any claim or admissibility of a claim raised by any member of the NCC in relation to the EITI-AO Statement of Principles, breach of the obligations of members of the NCC and/or the Principles of the EITI-AO or the mandate of the NCC shall be heard by the NCC;
2. The claimant shall have 10 (ten) working days from becoming aware of the facts to make a claim or submit the admissibility of the claim;
3. The NCC shall have a period of 10 (ten) working days from the day of submission of the claim to rule on the admissibility of the case;
4. The Executive Management shall notified the party affected by the claim or admissibility of the case, who shall have a period of 10 (ten) working days form becoming aware of the claim to make such statement which may be rightfully made.
5. After that date, the Executive Management shall have 15 (fifteen) working days of issue a decision or refer the dispute to the NCC for its consideration and decision. The NCC shall deal with the dispute at its next session.

ARTICLE TWENTY-SEVEN

COMMUNICATIONS

The Executive Management shall be responsible for the execution of the communication strategy, which in any case shall be in accordance with the decisions and procedures approved by the NCC

All processes, decisions and reports must be accessible to the public and may be published on websites, social networks, television, radio, newspapers and other public dissemination and information mechanisms.

The publication of the following information is of a mandatory character:

1. List of current members of the NCC (name, institution and constituent sector). The disclosure of this information must comply with the applicable national legislation.
2. Minutes of meetings.
3. Statements of conflicts of interest of members of the NCC.
4. Other information that the NCC considers relevant.

ARTICLE TWENTY-EIGHT

INTERPRETATION OF THE RULES OF PROCEDURE.

The interpretation of the Rules of Procedure shall be a matter for the NCC.

TRANSITIONAL

These Rules of Procedure shall enter into force from the date of their approval by the members of the NCC, and shall remain in force for as long as its members so decide.

Insofar as Angola has not been accepted as candidate country by the Board of Directors of the EITI:

1. Sessions shall function as necessary. The Executive Management shall send the members of the NCC the supporting documents and information and matters to be analysed at each of its sessions 7 (seven) working days in advance;
2. In accordance with ARTICLE TEN of these Rules of Procedure, to fulfil its purpose, the NCC shall have powers to review actions, take executive decisions in a proactive and efficient manner, submit recommendations and proposals on aspects related to the preparation of Angola's candidature for the EITI;
3. In accordance with ARTICLE SEVEN of these Rules of Procedure, to fulfil its purpose, the NCC may recommend the adoption of measures which allow harmonization of regulations and decisions related to Angola's candidature for the EITI.
4. In addition to the attributions of the Chairperson of the NCC, established in ARTICLE NINE of these Rules of Procedure, the Chairperson must, with the support of the Executive Management, present and process the country's candidature;
5. In accordance with ARTICLE ELEVEN of these Rules of Procedure, members of the NCC may submit to the Executive Management proposals of initiatives which may be considered by the NCC as contributions to the good management of the candidature;
6. In accordance with ARTICLE TWELVE of these Rules of Procedure, members of the NCC shall have the obligation to take such actions as may be necessary to ensure that the NCC fulfils the functions indicated to present the candidature Angola; consult and inform the constituent sectors that they represent on the decisions of the NCC and the progress of the candidature; and inform the NCC of the tasks and decisions of the sectoral constituents seeking to strengthen the candidature.

ENTRY INTO FORCE

The terms of reference of the Extractive Industries Transparency Initiative shall enter into force from 17 January 2022.